



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Fiscal Manager IV
(DDD Chief Financial Officer)

OPEN DATE: 4/21/2023
CLOSE DATE: 5/19/2023

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama

NUMBER: 23-30
JOB CODE: K6000

SALARY

- Range 84 (\$77,008.80 - \$129,588.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year's annual salary.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, preferably supplemented by professional certifications in accounting.
- 60 months or more experience performing professional accounting, including...
- 48 months more supervisory experience.

OR

- Current permanent status as a Fiscal Manager I, Fiscal Manager II, or Fiscal Manager III with the ADMH Exempt System.
- 60 months or more experience performing professional accounting, including...
- 48 months more supervisory experience.

OR

- Current permanent status as a Staff Accountant, Senior Accountant, or Accounting Manager with the State Merit System.
- 60 months or more experience performing professional accounting, including...
- 48 months more supervisory experience.

KIND OF WORK

- Serves as the Chief Financial Officer of the Division of Developmental Disabilities (DDD) Providing fiscal and contract management, compliance monitoring, and general oversight of the DDD Annual Budget and Operations Plan.



- Works under the supervision of the Associate Commissioner of DDD and assists the Associate Commissioner in the accurate presentation of all DDD fiscal and performance information.
- Evaluates and provides analysis on the annual operations plan and monthly financial status report for the DDD, utilizing State Finance Department guidelines and applicable ADMH policies and procedures.
- Provides guidance and assistance to other ADMH Divisions and the DDD Regional Community Service Offices Fiscal Managers as appropriate in applicable policies and procedures to help ensure accurate and timely submission of financial information.
- Assists the ADMH Chief Financial Officer as directed to help facilitate the budgeting and financial management process.
- Makes recommendations as appropriate to the Associate Commissioner of DDD and the ADMH Chief Financial Officer for systemic changes to the financial reporting process to improve the accuracy and timeliness of the DDD financial reports.
- Provides administrative oversight for all DDD financial matters.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of accounting principles and business management.
- Knowledge of State fiscal procedures.
- Knowledge of federal and state laws as they relate to the fiscal operations of a government body.
- Knowledge of the legal implications of business transactions, particularly as they relate to accounting and financial reporting.
- Ability to analyze situations, rules, regulations, policies, and procedures, and formulate an effective course of action.
- Ability to develop, recommend, and communicate policies.
- Ability to utilize resources to meet specified deadlines.
- Ability to operate a variety of computer software systems to organize and manage data.
- Ability to communicate in a clear and concise manner, both verbally and in writing.
- Ability to supervise the work of others.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of Licenses/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

EQUAL OPPORTUNITY EMPLOYER